

Rules, Regulations,

AND

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BY-LAWS,

OF THE

NEW YORK STATE LUNATIC ASYLUM,

UTICA.



UTICA, N. Y.

UTICA, N. Y.:
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INTRODUCTION.

This Asylum has been erected at great expense by the State, that the insane may have a safe retreat, in the care of those who have learned the best mode of managing them, and where they may have every chance of recovery. The first impulses of insanity are often met at home and amongst friends, by resistance and opposition. The apparent difference in the conduct and feelings of their friends, excites collision, arouses the passions, and awakens the prejudices of the victims of delusion. They now feel that those whom they loved, have turned against them—that their friends purposely thwart all their plans, oppose all their desires, and resist what they conceive to be their own best efforts to promote the happiness of both.

For these reasons it becomes desirable that they should be removed to the care of strangers, whose efforts to make them comfortable, they often acknowledge and appreciate more correctly. From strangers they will also submit to requirements without a murmur, which would excite the greatest hostility to friends.

In the various departments, all have daily much to do with the inmates of the Asylum, and some devote their whole time to their care. It becomes all seriously to consider *how* this duty shall be

performed; what discipline of feeling and what subjugation of temper there shall be that the "LAW OF KINDNESS" may be administered to its full extent, and in its proper spirit.

Every person employed in the Asylum, in any capacity whatever, must perform the duties assigned *conscientiously*, and to the entire satisfaction of the Managers, of the Superintendent, and of those in immediate authority.

No individual is worthy of a place in such an institution who labors for wages only. *DUTY, a desire to improve the condition of all within the sphere of influence, to increase the happiness and lessen the sufferings of each and all the inmates, should be the governing motive of daily conduct.* It must never be forgotten that we are dealing with fellow creatures, who, being deprived of reason, are not responsible for their conduct. The regulating power of moral action is withheld from them; hence they are capricious, passionate, and often violent. They often also misjudge, and are led astray by perverted senses or by delusions of the understanding, which carry them far from the proprieties of rational conduct.

It is because they are unable to control themselves, and because they do not readily acquiesce in the directions of their friends, that many of these individuals are placed in the Asylum. Here they are to have every comfort and every reasonable indulgence, which individually or collectively, will promote their best good. Here they look for sympathy and council, for assistance

in their various troubles and perplexities. We should enter into their feelings, and show our willingness to spend our time and strength to promote their happiness, and recovery to health.

To withhold what may reasonably be required is to do *them* injustice, and disregard *duty*. To treat them with neglect, or with unkind and hasty language, or in any way to tantalize them, or to recriminate or to return violent or abusive words, is to do them injury.

PERSUASION with a proper spirit, will generally be followed by a quiet acquiescence in all reasonable requirements. *Much depends upon the MANNER of intercourse with the insane.* We should never be cold and insensible to their wants—never hasty and impatient in our intercourse—never turn a deaf ear to their representations—never treat them with neglect, nor with feelings of superiority; but mingle with them in kindness, address them with respect, and we shall secure their confidence, which is necessary to their best care.

I. BOARD OF MANAGERS.

President of
Board.

1. The Managers shall choose one of their number President, who shall continue in office until the annual meeting next after he is chosen.

Auditing
Committee.

2. An auditing committee of three members shall be appointed, who shall hold their places until the annual meeting next following their appointment.

Treasurer.

3. The Treasurer shall hold his office during the pleasure of the board.

Meetings,
time of.

4. The annual meeting shall be held on the second Tuesday of December in each year. Quarterly meetings shall be held on the Tuesdays next after the second Monday in each of the months of April, July and October. Special meetings may be called by the President, or by any two members.

Special meet-
ings.

Visits by the
Board.

5. The Asylum shall be visited by the whole board at the annual meetings, and by a majority at the quarterly meetings, and by individual members at other times.

Secretary,
duties of.

6. One of the board shall be chosen Secretary, and shall hold office until the next annual meeting. It shall be his duty to keep an accurate record of the proceedings of the Board of Managers, and to cause notices of all meetings to be delivered to the members residing in Utica, at their places of residence or business, and to send notices by mail to members residing elsewhere, at such times previous to the meetings, as the President or the two members calling the meetings shall at the time direct.

7. No officer shall be directly or indirectly interested in any contract for the supply of any article for the use of the Asylum; nor shall he receive any present or gratuity from any person dealing with the Asylum, or from any patient or visitor, or from the friends of a patient.

No officers shall be interested in any contract.

II. RESIDENT OFFICERS.

THE SUPERINTENDENT.

1. The Superintendent is the head of the establishment. He has the general superintendence of the buildings, grounds and farm, together with their furniture, fixtures and stock. To him are committed the charge of the patients, and the direction and control of all persons therein, subject to the regulations of the Board of Managers. It shall be his duty to determine, under the direction of the said board, what attendants and assistants are necessary to be employed, and to prescribe their respective places and duties; also, to establish and enforce, in every department, systematic order and salutary discipline.

Superintendent, powers and duties.

2. He shall visit the patients, or learn their condition, daily, and as much oftener as may be necessary, and shall direct such medical, moral and physical treatment as may be the best adapted to their relief.

Visiting patients.

3. He shall cause to be kept, in a suitable book, a record of the name, sex, age, place of nativity and residence, civil state and profession, of each patient; also, as far as can be ascertained, the dates and history of each patient's disease, the

Record of cases, treatment, &c.

Record of
employes.

time when received, and when removed, and how, whether cured or relieved, and the medical and moral treatment; whether eloped, or dead; and if dead, the cause; together with all such other facts and circumstances in each case as are useful or usual in the statistical records of such an institution. Also, a record of the names and residence of all persons employed in the institution, with the times and terms of their respective engagements; also, the stipulated wages, and the nature of the services expected from each, and the times and causes of their dismissal.

Exhibit of
records to
managers.

4. At any visit of the Managers, and at all times when required, he shall exhibit to them all the records of the institution, and inform them minutely of its affairs. Every quarter he shall give a brief statement of its general condition; the names of persons removed and received during the three months last past, with such suggestions and remarks as he may deem useful. At each annual meeting of the board he shall present a *tabular view* of the institution for the year, with full and minute details from the records, and accompanying it with a condensed *report* of other interesting and useful facts and circumstances, experiments and opinions, illustrating its management, condition and prospects.

Instructions
to employes.

5. He shall, from time to time, give to all persons employed at the Asylum, or on the farm, such instructions as he shall judge best adapted to carry into full operation all its rules and regulations. He shall cause such rules and regulations to be strictly and faithfully executed; taking care that the Steward and Matron, and all

others employed about the premises, perform satisfactorily and punctually all their respective duties.

ASSISTANT PHYSICIANS.

1. The Assistant Physicians shall be well educated physicians, and shall constantly reside at the Asylum. To reside in asylum. The first or second Assistant shall have charge of the Male Division, and the other of the Female Division of the Asylum, and each shall exercise a general supervision of the one assigned to him, Assignment of duty. under the direction of the Superintendent.

2. The said first and second Assistant Physicians shall visit all the patients in their respective divisions once each day, in the morning, and, if necessary, in the afternoon or evening, or oftener; carefully observe their condition, wants, and treatment; end see that they have food, medicine, exercise, amusements, clothing and bedding suitable for them; exert what moral influence they can with them, and endeavor in every way to promote their comfort and recovery. Duty to patients.

3. They shall see that the attendants and assistants are faithful and kind, attentive to the wants of the patients, and vigilant in the discharge of their duties; and they shall report immediately to the Superintendent all instances of misconduct, unfaithfulness, neglect of duty observed by them, or of which they may receive information; and they shall also record the particulars of all accidents and escapes. Duty to attendants.

4. For the due performance of the duties enjoined in the foregoing sections, they shall spend Communication with supervisors.

much time in their respective divisions; shall be in constant communication with the supervisors, attendants and assistants, and shall carry out the plans and instructions of the Superintendent in the best manner they are able.

Report to
superintend-
ent condition
of patients.

5. They shall report in writing to the Superintendent, daily, in books kept for that purpose, the general condition of their respective divisions, and the particular state of such patients as may be sick or greatly excited, and of those requiring restraint, removal, or seclusion, or special attention.

Records of
cases, treat-
ment, &c.

6. They shall keep records of the cases of all the patients in their respective divisions, describing the symptoms, the changes that may occur from time to time, the mode of treatment, and all the peculiar circumstances connected therewith. They shall also see that the records of admission and discharges are accurately kept.

Ventilation,
baths, &c.

7. They shall attend to the warmth, cleanliness, ventilation, and good order of their respective divisions, and direct the use of the baths.

To attend to
visitors.

8. They shall attend to visitors when necessary, and shall always be ready to perform whatever services may be required of them by the Superintendent, and, under his directions, shall assist in conducting the correspondence with the friends of patients.

To visit entire
house.

9. When requested by the Superintendent they shall visit the entire establishment, see all the patients, and learn their condition and treatment.

Duties of
third and
fourth
assistants.

10. It shall be the duty of the third and fourth Assistant Physicians, when not on duty on

the wards, to perform such office or other duties as the Superintendent shall direct; to attend to visitors; and, in the absence of the first or second Assistant Physicians, to perform such of their duties as may be required of them by the Superintendent; and also to perform such other duties out of the office, when directed or permitted to be absent therefrom, as the Superintendent may prescribe.

THE STEWARD.

1. The Steward shall execute a bond, with two sufficient sureties, to be approved by the Treasurer, in the penalty of one thousand dollars, conditioned that he will faithfully discharge the duties of the office of Steward, and pay over and account for all money that shall come to his hands belonging to the New York State Lunatic Asylum. Said bond shall be executed to the Treasurer of the Asylum, and be filed in his office.

Steward to
furnish bond.

2. In all cases of purchases by the Steward, he shall require duplicate bills, on one of which he shall indorse an order upon the Treasurer to pay the amount of the bill, and on the other take a receipt for the order given by him on the Treasurer.

To take
duplicate bills
for purchases.

3. No order of the Steward shall be paid by the Treasurer, unless it is accompanied with the bill of items for the payment of which the order was given, nor unless the bill or order is countersigned or indorsed "approved" by the Superintendent.

Bill of items
and approval
of superin-
tendent
required.

4. The Steward shall keep one of the duplicate accounts, with a copy of the order on the

To keep copy
of orders.

Treasurer, in every such case of purchase by him, and make the proper entries under the appropriate head of expenditure in his books.

Advances for petty expenses. 5. The Treasurer may, from time to time, advance to the Steward, on his own order, and the indorsement of the Superintendent, specifying that it is to pay petty current expenses, a sum not exceeding one hundred dollars. The Steward shall keep an accurate account in detail, in a pass or other proper book, of all such expenses paid out of the sums so advanced to him by the Treasurer, and shall settle the same with him monthly, or whenever required. Such account shall be examined and approved by the Superintendent before it is settled by the Treasurer, and a copy thereof, with vouchers for all sums exceeding one dollar, shall be filed with the Treasurer. The Steward shall account for each sum of one hundred dollars which he shall thus receive before a further advance shall be made to him.

Treasurer to take vouchers for all payments. 6. The Treasurer, on paying any bill or order of the Steward, shall take a voucher for such payment, and file the same in his office, and shall enter in his books, under the proper heads of expenditure, the sums paid by him out of the treasury.

Purchases. 7. The Steward, under the Superintendent's direction, shall purchase furniture, food, medicine, fuel, stores and all other necessary articles; and he shall be accountable for their safe keeping, and for their economical use and expenditure.

To keep accurate accounts, and furnish abstracts. 8. He shall keep clear, methodical and exact accounts of all purchases, of all receipts and expenditures of money, and of all charges on account

of any patients. He shall exhibit all his account books, and vouchers, to the Managers, whenever required so to do; and he shall furnish a quarterly abstract of the same, both to the Treasurer and Managers, on the last days of March, June, September and December in each year. Copies of all accounts which become due to the institution shall be furnished to the Treasurer, at his request.

9. All moneys advanced for pay patients, or otherwise collected or received by the Steward, Pay moneys to treasurer. or by persons employed by him, shall be immediately paid over to the Treasurer of the Asylum.

10. In the name of the Superintendent, and by his directions in each case, and not otherwise, the Steward shall hire attendants and assistants, and agree with them for their wages; and, by like direction, he shall dismiss them when unfaithful, negligent or incompetent; he shall keep and settle their accounts; and he shall perform such other duties, in relation to the internal management and government of the Asylum, as the Superintendent shall require. He shall see that the attendants and assistants rise and begin business immediately after the ringing of the morning bell, and that they retire at proper season at night. He shall observe their conduct, see that in all respects they do their duty, and report to the Superintendent, immediately, any instance of misconduct or negligence. To hire and discharge attendants and employes. Observe conduct of employes.

11. He shall receive visitors, give them all suitable information, and show them such parts of the buildings and grounds as are open for their examination. Receive visitors.

Duty to
patients.

12. He shall remain, as much as possible, in the division appropriated to the male patients, so as to be much in their presence, to see that they are kindly treated; that their beds are in good order; that their clothes are taken good care of; that their food is properly served and distributed, and that the rooms, halls, yards, shops and out-buildings, and other apartments under his care, are kept clean and in good order, and properly warmed and ventilated; and that the attendants observe his orders and directions, and in all respects do their duty; and that all articles made for the patients or the Asylum are carefully preserved.

Care of build-
ings, &c.

Carry author-
ity of superin-
tendent.

13. In all his directions to subordinate agents, in executing the details of the Superintendent's plans, and in enforcing the rules, the Steward shall be considered as carrying the authority of the Superintendent. It shall be his duty to preserve order in the house, and faithfulness among the assistants, and to see that the rules and regulations are fully put in practice.

THE MATRON.

Matron, duty
to patients.

1. It shall be the duty of the Matron to look carefully to the female patients, and spend as much time with them as her other duties may allow: she shall see that they are kindly treated; that their nurses and attendants are well instructed and faithful; that their food is properly served and distributed; that their apartments are clean, warm and properly ventilated; and that their clothes and bedding are always clean, well aired, and in good order, and their apparel marked and preserved.

2. She shall also superintend the kitchen and laundry, and see that the cooking, washing and ironing are properly done; frequently inspect every department, and have an eye to the neat appearance of the whole house. It is expected that she will devote her whole time to the institution, and spare no efforts to promote the comfort and recovery of its inmates. She shall also superintend the sewing rooms, and see that all new articles made for patients are correctly marked, properly disposed of and preserved.

To superintend kitchens, laundry, &c.

3. *It shall be her special duty to see to those that are sick, that they have constant and kind nurses, and proper care in all respects.* She shall constantly notice the conduct of attendants and assistants, see that in all respects they do their duty, and report to the Superintendent, immediately, any instance of misconduct or negligence.

To attend to the sick a special duty.

APOTHECARIES.

1. The Apothecaries shall be Physicians, students of medicine or competent druggists, and shall constantly reside at the Asylum. Under the direction of the Superintendent and Assistant Physicians, they shall prepare and put up the medicines prescribed, and keep such records as the Superintendent may require. They shall also keep the apothecary shop in order; wait on visitors if directed, and perform such other services as may be required of them by the Superintendent or Assistant Physicians.

Apothecaries, duties of.

To put up medicines and keep records.

To keep apothecary shop in order.

2. They shall not absent themselves from the apothecary shop, without permission, unless

To be absent only by permission.

necessarily employed elsewhere. As their intercourse with the patients will be considerable, they must exert what moral influence they can to promote their comfort and welfare.

STEWARD'S ASSISTANT.

To supply articles needed in kitchens, bakery and wash room.

1. It shall be his duty every morning to visit each kitchen, the bakery and wash-room, learn their condition and wants, and report to the Steward immediately after breakfast. He shall also see that the various departments are supplied with such articles as have been directed by the Superintendent or Steward, taking care to charge in a book kept for that purpose, each article thus delivered.

To execute orders of the steward and report inefficiency and misconduct.

2. He shall, at all times, be ready to execute all orders given him by the Superintendent or Steward. It shall be his special duty to see that faithfulness and good order prevail in all the departments of labor, and to report immediately to the Superintendent, all instances of inefficiency, unfaithfulness or misconduct.

MATRON'S ASSISTANT.

Duty of matron's assistant.

It shall be her duty to remain in the Matron's office, to attend to the reception and discharge of female patients; when requested to do so, to wait upon friends that come to visit them, and to render the Matron all the assistance she is able in the kitchens and other departments of labor and supervision.

CLERKS.

1. There shall be a Clerk, or extra attendant in the division for men, and another in that for women, whose duty it shall be to receive the clothing of patients, and see that each article is entered upon the clothes' book; that it is plainly marked with the name of the owner, and properly disposed of and preserved. In case a patient has jewelry, money or other articles not needed for use on the ward, they shall deliver the same to the Steward for safe keeping.

To mark and keep accurate lists of clothing.

2. They shall also attend to the clothing of patients when discharged, and see that all articles belonging to them are carefully put up and brought into the hall of the center building. When not necessarily engaged elsewhere, they shall remain in wards number one of their respective divisions, and be ready at all times to attend to orders from the Officers. When not otherwise engaged, they shall assist in the ordinary duties of attendants, and both shall do all they can to promote the comfort and welfare of patients, and to maintain good order and fidelity throughout the establishment.

To prepare clothing when patients are discharged.

SUPERVISORS OF DEPARTMENTS.

1. There are three departments for each sex. The first includes the wards numbered 1, 2, 3, 4, 5; the second, those numbered 6, 7, 8, 9; the third, those numbered 10, 11, 12.

Division of wards.

2. Each of these departments shall have a Supervisor, or first attendant, whose duty it

Duties of supervisor.

shall be, in addition to the other duties of an attendant, to have a general charge of the whole department, to see to the administration of medicine and to communicate with the Physicians, Steward and Matron respecting the wants and condition of the patients in their respective departments, and to report to the Steward all damages done by patients.

To attend the sick and instruct new attendants.

3. They shall attend specially to the sick, see that they are treated with great care and kindness; receive the orders of the Physicians, and see that they are faithfully executed. It shall be their duty to instruct new attendants in their duties, and see that they are efficient, industrious and kind. They shall assist in the arrangements for the burial of the dead, and be ready at all times to attend to any extraordinary services that may be required of them by the Superintendent.

To introduce new patients; watch the suicidal and violent.

4. They shall pay particular attention to new patients, see that they are properly introduced and informed about the establishment, their fears quieted by kind attention and friendly assurances, and that the violent and suicidal are carefully watched.

See that wards are supplied, and inform physicians of changes.

5. They shall also see that the wards are properly supplied with furniture and articles for use, and shall often communicate with the Physicians respecting the patients, and inform them of changes in their condition that require attention, and of those likely to be benefited or injured by exercise, labor, amusements or religious services.

6. They shall in all things endeavor to carry into successful operation the plans of the Superintendent, and shall constantly study to promote the comfort, contentedness and welfare of the patients, and for these purposes they shall visit every part of their respective departments several times each day. They shall also see to the changes of patients from one ward to another, and walk out with patients that are feeble or timid, or with others when they have time.

To visit wards, make all changes of patients and walk out with them.

OVERSEERS OF THE KITCHENS AND BAKERY.

1. The Kitchens and Bakery shall each have an Overseer, whose duty it shall be to see to the safe keeping and economical use of all the supplies furnished to those departments. They shall see that the food is well cooked and properly distributed, and that nothing is wasted—that no extra or unusual articles are cooked for those in the kitchens, nor sent into the wards, unless the persons calling for such present a written order of one of the Physicians—that there is no unnecessary or improper conversation carried on with those in the wards—that there is no rude or improper behavior in the kitchens or bakery—no bad language or quarreling, but that all work faithfully. They shall see that these departments, including store-rooms, &c., are kept neat and in good order, and that no peddlers or idle company be suffered to visit the kitchens or bakery—nor the attendants and assistants in other departments, without special business or by permission of one of the officers.

Duties of overseers of kitchens and bakery.

To see that the food is well cooked and properly distributed.

No visitors allowed.

All violations of these rules, or instances of bad conduct on the part of those employed in their departments, are to be reported by the overseer to the Superintendent immediately.

Economy to
be enforced.

2. In such an establishment, where there are large quantities of provisions and many hands employed, constant vigilance will be necessary to guard against the feeling on the part of any, that it is of no consequence if some things are lost or squandered; that they belong to the State, and that there are enough left. Any remark of this kind, or conduct indicating such feelings, shall be made known at once to the Superintendent. In short, the overseers are expected to know, from their own observation, that the articles and food intrusted to them, are safely kept and economically used, and that good order and cleanliness prevail in all the departments under their care. It shall be their duty to see that those employed rise early, and are attentive and faithful throughout the day and hours of labor.

To know that
articles and
food are safely
kept and
economically
used.

To apply to
steward for
help, furni-
ture, &c.

3. It shall be no excuse for the overseers that their departments are not in good order for want of sufficient help, furniture or proper arrangements, as their application to the Steward must be repeated until they are well furnished in these respects.

OVERSEERS OF THE WASHING AND IRONING ROOMS.

Clothing to be
properly
washed, and
delivered to
ironing room.

1. The Overseer of the washing department shall collect the clothing and other articles to be washed, as directed by the Steward and Matron, and see that they are properly and carefully

washed, dried, and carried to the ironing rooms. Especial care must be taken that none are lost. For this purpose he must see that he receives all the articles on the lists given him, and that they are marked, and that he furnishes the same, with the lists, to the ironing rooms.

2. The overseer of the ironing rooms shall see that the clothes and other articles delivered from the washing rooms are properly ironed, and correctly distributed, according to the lists furnished, as directed by the Steward and Matron.

Clothing to be properly ironed, and distributed.

3. The overseers of the washing and ironing rooms shall not permit attendants or assistants, or any company, or visitor into their departments, except by the direction of one of the officers of the Asylum. Violations of this rule shall be reported to the Superintendent immediately.

No visitors allowed.

ENGINEER.

1. The Engineer shall have charge of the engine and boiler house, and general charge and oversight of all the shops, and of the boilers, and engines; of all machinery in the shops, wash-house, ironing rooms, and in all other places about the institution; and of the apparatus for extinguishing fires, for warming and ventilation; of the pipe fitting, sewers, water and gas supply and distribution, of the steam cooking apparatus, dumb-waiters, &c., and of all the fixtures and appliances connected therewith. He shall have direction of the plumber, fireman, and of any other assistants under him in

Duties of engineer.

this department. He shall see to the economical use of fuel used in the steam boilers, and in the kitchens, &c., and guard against the waste of steam for cooking, washing, &c.

2. The firemen, and any person in charge of the engines and machinery, during the absence of the engineer from the engine house, shall be diligent and vigilant in keeping the fires under the boilers in proper condition, and the boilers supplied with water, and never leave their post of duty until relieved therefrom.

3. The doors of the attics shall always be kept locked, and no persons except the officers, engineer, carpenter and plumber shall enter them without permission of the Superintendent, or of one of the resident officers.

OVERSEERS OF SHOPS.

1. The carpenter, painter, plumber, tailor, and all who have special charge of shops, or particular branches of business, shall see that proper use is made of all materials and tools furnished them, that none are lost, or taken from the shops without the direction of an officer, and that good order and faithfulness are maintained by all employed in the various branches of business, and that no articles are made, and no new business undertaken, but by the order of the Superintendent.

2. When patients assist, they shall be carefully attended to, and not suffered to go away, or to carry from the shop any tools, or articles not

belonging to them; and at all times, and under all circumstances, they shall be treated with respect and kindness, and particular pains be taken to promote their comfort, cheerfulness and recovery.

3. Every overseer of a shop shall interdict the visits of attendants and assistants, and all other company to the shop under his charge, unless accompanied by an officer, or by permission of an officer. Any violation of these rules, shall be immediately reported to the Superintendent.

No visitors allowed.

THE GARDENER, FARMER AND CARRIAGE DRIVER.

1. To the gardener is assigned the special care of the gardens, green-house and garden tools; to the farmer, the farm and stock, including cows, hogs and poultry, and the farm teams and implements; to the carriage driver, the horses not used on the farm, and the carriages.

Duties of gardener, farmer, and carriage driver.

2. It shall be the duty of each to have every thing committed to their charge, attended to in the best manner. They shall see that the tools, wagons, implements, carriages, harnesses, &c., are kept in good order and repair, and that nothing is lost; that a place is assigned for every thing under their care, and that every thing is kept in its place. They shall report to the Steward, any needs of their respective departments.

Care of articles.

A place for everything.

3. They shall follow the directions given to the overseers of shops as respects the care of the patients that assist them, and be careful that none work too hard or in the rain, or in a way

Care of patients in their charge.

likely to injure them. This rule shall be observed by all in the employ of the Asylum, who have the care of patients when at work. ,

NIGHT WATCHERS.

Two night
watchers for
each sex.

1. There shall be two night watchers for each division, two men and two women.

To visit medi-
cal office for
orders.

2. The night watchers shall visit the medical office every evening at nine o'clock to receive particular orders for the night. Their services shall commence at that hour and continue until the hour of six the following morning. During the night they must not fail to be faithful, never cease to be vigilant, make as little noise as possible, and enter into no loud conversation with any one.

Time of ser-
vice.

Faithfulness
required.

Duties of
night watch-
ers.

3. They must be especially careful to guard against danger from fire, the least suspicion of which in any part of the establishment, or in buildings, lumber, or wood around it, should excite their immediate attention and be at once reported to the Superintendent. They must also be attentive to any unusual noise, and be careful that patients do not escape or injure themselves or do any damage. One of the night watchmen shall visit the different halls of the center building, and pass out to the rear and to the front of the Asylum frequently during the night, and shall attend to the various fires in the kitchens, &c., as directed by the Superintendent or Steward.

To close the
outer doors.

4. One of the night watchmen, designated by the Superintendent, shall see to the proper closing of all the outer doors about the institution, and

remain in and about the central building and office, until all attendants who are out on permission, for the evening, shall have returned, when the Asylum shall be closed. The night watchers on both sides of the house shall see that all gas lights are turned off at the proper hour, and that all water faucets are properly closed. They will visit all the wards every hour, note any patients who are up, noisy, or sick, and the hour, and in case of the sickness of any patient, report at once to the Physician in charge.

To put out gas lights, turn off water, visit wards, and note condition of patients.

5. It shall be their duty to guard, during the night, against any violations of the rules of the Asylum, and should such occur, or any circumstance requiring attention, they must report them immediately, or early in the morning, to the Superintendent. One of the men will ring the bell in the morning, at such times as directed by the Superintendent or Steward.

Guard against violation of rules.

III. ATTENDANTS AND ASSISTANTS.

DUTY TO OFFICERS.

1. All persons employed in the Asylum are expected to do all they can to promote the welfare of the institution; treat the officers on all occasions with politeness and respect, and do, readily and cheerfully, every duty required of them.

Treatment of officers.

2. All must expect an unceasing observation of the manner of performing their respective duties; and suggestions, by an officer, of deficiencies or

To receive suggestions without offense.

improvement therein are to be taken kindly and without offense, and efforts made to improve.

DUTY TO EACH OTHER AND TO THEMSELVES.

1. In the first place, self-respect is enjoined on all. Each one shall be responsible in his or her department, and should be ambitious to do the duties of it to entire acceptance.

Personal
responsibility.

2. Patients will look to attendants for *good* examples; let attendants be careful in nothing to set a *bad* one.

To set good
example.

3. Let your dress always be neat and clean. Avoid all ungentlemanly habits, such as wearing hats within doors, going in shirt sleeves, &c. Never indulge in loud talking or laughing. Use no profane, obscene or vulgar language. Never play at any game with one another, nor with patients, excepting at the direction of one of the Physicians.

Cleanliness of
dress and cor-
rect habits
enjoined.

4. Treat each other with politeness; be civil, cordial and frank. A calm, quiet, cheerful deportment befits your employment. Cherish a high sense of moral obligation; cultivate an humble, self-denying spirit; seek to be useful, and maintain, at all hazards, your purity, truth, sobriety, economy, faithfulness and honesty.

Spirit to be
cultivated.

5. No attendant or assistant, while connected with the Asylum, shall, at any time, at home or abroad, make use of distilled spirits, or intoxicating liquor of any kind, and it is desirable that

Use of liquor
forbidden.

they should not use tobacco, but discourage the use of it by patients.

DUTY OF ATTENDANTS TO PATIENTS.

1. The Attendants are to treat the inmates with respect and attention; greet them cheerfully with "good morning," or "good evening," and show them such other marks of good will and kindness as evince interest and sympathy. Under all circumstances, be kind and considerate; speak in a mild, persuasive tone of voice; never address a patient rudely, by a nickname, a christian name, or a surname, but always politely, as *Mr., Mrs. or Miss.*

Duty of attendants to patients.

2. A patient is ever to be soothed and calmed when irritated; encouraged and cheered when melancholy or depressed. They must never be pushed, collared, nor rudely handled. To induce them to move, gentle, persuasive measures will prevail in most cases; when these fail, report to the Superintendent, or one of the Assistant Physicians.

Treatment of patients.

3. If the attendant receives insult and abusive language, he must keep cool, forbear to recriminate, to scold, threaten, or dictate in the language of authority. *Violent hands are never to be laid on a patient, under any provocation. A blow is never to be returned, nor any other insult.* Sufficient force to prevent the patient's injuring himself, or others, is always to be applied gently; and all struggling with a patient should, if possible, be avoided, by calling additional assistance, when a

No force or violence or abusive language to be used.

patient is highly excited, or disposed to violence, before entering his room or attempting to dress or control him.

Restraint to
be employed
only by med-
ical direction.

4. The attendants shall never apply any restraining apparatus, unless by order of a medical officer, nor seclude a patient without giving immediate notice to one of the Physicians.

Attention to
dress of
patients.

5. On rising in the morning, it is the duty of the attendants to see that each patient, confided to his or her care is thoroughly washed, hair combed, clothes brushed and cleaned, if necessary, collars, wristbands and suspenders buttoned, and all parts of the dress properly adjusted and secured, boots and shoes cleaned and tied; and in fact that the whole dress be neat and in good repair. All this should be rellooked to throughout the day, and especially before going to meals, or religious services, or going to ride or walk. The patients' beds are then to be made, and the wards, day-rooms, bathing-rooms, passages and stairs to be swept, and the whole premises put in complete order as soon as it can be done; so that an inspection may be had of the house by the Physicians, commencing at 9 o'clock. Previous to this time, no patients are to leave the house to walk, labor, or ride, without directions, special or general, of the medical officer. By 10 o'clock, the morning work should be completed, and the house in order in every part.

Cleanliness
and care of
wards.

Attendants to
be always on
the wards.

6. One attendant must always be in each ward with the patients, and must not leave under any circumstances, until relieved. The attendants must not retire to their rooms while the

patients are in the wards. *This rule* must be observed in all the wards.

7. At meals the attendants must always be present to carve, distribute food to those who are incompetent to do it for themselves, and to see that every one has a proper supply. One of them must be designated to see that no patient carry away a knife, fork or any other article from the table.

Duty at meal time.

8. An attendant must never place in the hands of a patient, or leave where a patient can get, any razor, pen-knife, rope, cord, medicine, matches or any dangerous weapon or article. A constant watch of patients is to be kept in these respects; their beds frequently searched for such articles, and the knives and forks counted after each meal. An attendant must never deliver any letter or writing from or to a patient, without permission of the Superintendent; nor ever retain in his or her possession, without such permission, any writing of a patient.

Care of dangerous articles, knives, razors, medicine, &c.

No writing to be delivered to a patient or kept without permission.

9. The attendants in each ward are responsible for the safe keeping of the patients therein, and must not leave them, except in the care of some responsible person. There is an obvious impropriety in attendants sitting in their rooms, engaged in reading or writing during hours of duty; i. e., from the time the patients get up in the morning, until they retire at night. During this time, they should be in their rooms only long enough to adjust their own dress. All these hours, with this sole exception, should be devoted to the patients; endeavoring to keep them tidy and com-

Patients always to be in charge of some responsible person.

Hours of duty.

fortable, to prevent improper conduct, bad postures, (such as lying on the floor or ground, &c.,) and to instruct, interest and amuse them by talking with them, reading to them, and the like.

Care against
suicide and
elopement.

10. Suicides and elopements are most frequent about meal times, at dusk, and at the hour of religious services; therefore, the strictest watch is to be kept at these times. Attendants must always be stationed where they can see patients during meals or religious services, and see that no one passes out of the house, and that each one returns to his or her apartment. Attendants are to look not merely to those under their immediate charge, but with constant watchfulness, over all the patients, they must endeavor to prevent any from eloping or wandering. The clothes of suicidal patients, and every dangerous article should be removed from their rooms at night, and the windows secured. Each attendant should always know where every one is of those committed to their charge.

Care of
clothing.

Duty of
attendants
when riding
or walking
out with
patients.

11. When patients ride out, it is the duty of the attendant to see that they do not leave the carriage, nor communicate with persons casually met, nor deliver letters, packages, or messages, nor procure weapons, tobacco or other articles. He is not to stop to do errands for himself or others, without permission of the Superintendent. When patients walk out with attendants, they shall keep them together, and observe the same prohibitions as in driving out; they shall also particularly avoid going near dangerous places, as railroads, canals, precipices, rivers, wells, machinery, &c., or into woods or other places favorable for elopement.

12. Supervisors will go to the medicine cupboard for medicines after each meal, and see that they are given at the time directed, and that all are taken. Each cup must be marked with the patient's name. Extreme care must be used to avoid mistakes, and to prevent patients helping themselves to medicine; therefore all cups, vials, boxes, &c., containing medicine, must be immediately returned, or if directed to be kept on the ward, shall be locked up. Within an hour from the time of taking them the cups shall be cleaned and returned to the medicine cupboard. In going for the cups, and returning them, the Supervisor must not delay in the passage, nor hold any other conversation than to report to the Medical Officers, changes in the condition of the patients, which they are always to do immediately.

Directions to be observed in giving medicine.

13. All damages by patients, and all their wants as to clothes and other articles necessary to put these rules in practice are to be reported by the Supervisors, to the Steward or Matron. It will be no excuse for attendants that their rooms, beds and patients are not in ample order, to say *they have not what is necessary*; for their application for such articles should be unceasing until they get them. Attendants must be particularly careful not to break their keys, and when any door locks or unlocks with difficulty, immediate notice should be given at the Medical Office.

Damages and wants to be reported at once.

14. The attendants must never ridicule the patients, nor mock or imitate them, nor do any thing to wound their feelings. If a patient engages in any controversy, or other improper or exciting topic of discourse, the attendant must, in

Patients never to be ridiculed or conduct reported to others than the officers.

the gentlest manner possible, interfere and check it; should such means fail, one of the medical officers should be informed immediately. *The history, conduct and conversation of patients must never be spoken of to visitors, nor reported by attendants when abroad.*

To look after patients in their special charge.

15. Attendants must look particularly to the comfort of patients in their special charge, both day and night, and see them early in the morning, on rising. In speaking to patients of the officers, attendants should inculcate respect and confidence in their management, and carry into operation all directions and prescriptions, in the most ready and faithful manner.

To be accountable for safe keeping of patients.

16. *Every patient must be in the charge of some responsible individual at all times*, unless permitted to be at large by the Superintendent. The person who takes a patient from one of the wards shall be accountable for his or her safe keeping until returned to the same, or intrusted by a resident officer to the care of another person.

Patients to be removed from ward only by order.

17. No patient shall be permitted to go out of the ward in which his or her room is situated, without the consent of a resident medical officer; and no *new* patient without an order of the Superintendent or Assistant Physician in charge.

Food not to be carried to rooms.

18. Food is not to be carried to the rooms of patients; nor is anyone to be absent from the regular meals, excepting in cases of sickness or high excitement, without permission of one of the physicians.

To notice and report condition of patients.

19. Attendants will notice the habits and conduct of patients, and inform the Physician

at his daily visit of all circumstances requiring attention, such as loss of appetite, or any indisposition, costiveness, tendency to suicide, &c.

20. No conversation must ever be held with patients through the windows, either by officers, assistants or visitors; nor must anything be thrown out through a window.

No conversation to be held through windows.

DUTY TO THE INSTITUTION.

1. The attendants and assistants must never leave the Asylum without permission from the Superintendent or an Assistant Physician. Application for leave of absence should be made several hours before leaving. Attendants, when thus leaving, must deposit the keys of their ward in the office, as directed, until their return.

Not to leave the institution without permission.

2. The attendants must never give up a key, nor let any person into the wards without permission of a medical officer. No man attendant, without such permission, shall enter the division for women.

Attendants not to give up their keys.

3. All persons who engage in employment at the Asylum, shall be considered as engaged for one year, unless a special contract is made for a longer or shorter term. It is expected that all persons will fulfill their engagements scrupulously, as to time of service and duty to be performed, agreeably to their respective contracts; and no one shall discontinue service at the Asylum, or on the farm, without giving at least thirty days' notice, in writing, to the Superintendent or Steward.

Employes to sign agreement.

4. Every person employed as an attendant, or in any capacity, shall sign the following:

AGREEMENT.

Agreement.

In consideration of being employed by the Superintendent of the New York State Lunatic Asylum, for the said Asylum, I do hereby agree to work for the said State Lunatic Asylum for one year from date, at any work or service assigned me by the said Superintendent, or other officer, on the terms specified payable after the first month, so that one month's wages will remain unpaid until the end of the year; and I agree to observe and obey the Rules and Regulations of the Asylum, and the directions of the Superintendent or other officer, from time to time; and in case I leave my employment before the expiration of one year from date, without the permission of the Superintendent, or am discharged for the violation of the rules or neglect of duty, I am to forfeit one month's wages; and if I continue in the employment of the Asylum after the termination of this contract, I agree to its full continuance, with all the conditions above specified.

Dated this day of , 18 .

NAME.

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RESIDENCE.

No one to be admitted to wards except by permission of superintendent.

5. No company shall be admitted into the rooms or wards occupied by the patients at any time, except by the express permission of the Superintendent; but all other parts of the Asylum and its grounds may be exhibited by the Steward, Assistant Physician or Matron. All persons employed by the institution are expected to show marked respect and attention to strangers and visitors.

Cleanliness of house, furniture, &c.

6. An indispensable duty of the attendants and assistants, is to secure the perfect and systematic cleanliness and neatness of the Asylum

and its inmates. *No part of the house is to be considered clean, when it can be made cleaner.* The floors, windows, tables, beds and bedding, cellars, closets and butteries are to be scrupulously attended to *every day*, so as to preserve a pure atmosphere. Chamber vessels are always to be removed and thoroughly cleaned immediately after use, and spittoons every day. All soiled clothing and bedding shall be immediately taken to the wash-house. All dust shafts and receptacles shall be emptied daily, and all dressings or cloths saturated with oil shall, immediately after use, be taken to the boiler house and there burned.

7. The attendants must look well to all doors and windows connected with the patients' rooms and wards; and at bed time see that no attempts are made to get out, and that the patients' doors are all safely locked, unless otherwise directed by the Superintendent, and the doors communicating with the center building. In locking doors, be careful always *to hear the bolt slip*; this precaution will often prevent escapes. Visiting from ward to ward, and especially to the kitchen, bakery, laundry or shops, without special business, is a violation of duty.

Doors to be locked—precautions against escape.

8. The whole time of the attendants and assistants belongs to the Asylum. This rule applies equally to the clerks, supervisors, overseers, and all persons in the employ of the Asylum. This does not prohibit each one from attending to his or her own clothing; but to no other service can they devote their time, nor can they receive any compensation, besides their regular wages, for any

Whole time of attendants belongs to asylum.

service or labor, excepting only by express permission of the Superintendent in each case.

No present
or gratuity to
be received.

9. An attendant or assistant receiving a present or gratuity from any patient in the Asylum, or the friend of a patient; or from a visitor; or selling to, or buying anything from a patient; or receiving any perquisite, of any kind whatever, shall be instantly dismissed.

Smoking
forbidden.

10. No smoking shall be permitted in the wards, or about any of the out-building, kitchens, basements, or on the grounds.

Conduct of
supervisors
and attend-
ants in case of
fire.

11. On the occurrence of fire at any time in the buildings, the supervisor of each department will see that every patient is brought from the rooms into the wards, and all the room doors locked; the doors of the stairways leading out will be immediately unlocked, and an attendant placed on guard at each. No supervisor or attendant will leave their wards, unless under the direction of the Superintendent.

HOURS FOR RISING, MEALS AND RETIRING.

Hours for
rising.

1. The morning bell shall be rung for two or three minutes, at five o'clock, during the months of May, June, July and August; at five and one-half during April, September, October and November; and at six during December, January, February and March.

Hours for
meals.

2. Breakfast is to be placed upon the table, in the summer, at half-past six o'clock, in the spring and fall at seven, and at half-past seven in

the winter. Dinner will be served uniformly at half-past twelve M., and tea at six P. M., the year round.

3. The Asylum is to be closed at half-past nine o'clock every night; at which time the attendants and assistants must all retire to their apartments. Hours of retiring.

4. Sunday is to be a *Sabbath*, or day of rest and quiet, at the Asylum. The buildings and grounds are not to be exhibited to visitors on this day; nor shall any visitor be admitted into the wards or rooms of patients or attendants, except in cases of serious illness, and by special permission of the Superintendent. Sunday a day of rest and quiet: visiting prohibited.

5. It is expected that all persons employed in the Asylum who are well, and can be spared from the duties of the house and wards, will, unless leave of absence be granted in each case, attend public worship in the chapel, on the Sabbath. In the chapel, the attendants and assistants will take special care to guard against any disturbance of the service by the patients, and see that none leave the chapel, unless accompanied by an officer or attendant. Employees to attend chapel on Sundays.

CHAPLAIN.

1. It shall be the duty of the Chaplain to conduct the religious exercises of the Asylum on Sundays, unless another clergyman has been invited by the Superintendent, and on every other occasion when his services may be needed; and to have such intercourse with the patients and other inmates, Duty of chaplain.

as the Superintendent may deem desirable for their benefit.

2. He may, at suitable times, procure the services of other clergymen at the religious exercises of the institution, with the consent and approbation of the Superintendent.

VISITORS.

Rules and regulations for visitors.

The Managers of the Asylum are fully aware of the interest generally felt in its prosperity, and are desirous of affording suitable opportunities for visiting it and inspecting its internal arrangements; but they are convinced that the welfare of the patients, and the proper performance of the duties of the officers and attendants, require that such visitations should be subject to proper regulations.

In order to secure to patients the quiet and seclusion necessary to treatment, and to shield them from the improper observation of strangers, the Board of Managers have adopted the following rules for the admission of visitors.:

Days for visiting.

1. The Asylum will be open to visitors from 2 to 5 o'clock, P. M., except on Sundays, Saturday afternoons and holidays.

Tickets of admission.

2. All visitors, except persons having business at the Asylum will be required to provide themselves with tickets of admission from the Managers, either of whom will grant the same, unless their knowledge of circumstances makes it, in their judgment, necessary to refuse.

3. No visitors will be permitted to enter the wards or the grounds in the rear of the buildings, unless accompanied by a Manager, or one of the Resident officers, or some one delegated by the Superintendent.

Visitors to be accompanied.

4. Persons wishing to see patients or learn their condition, will inquire for the Superintendent or for one of the Assistant Physicians, and no information concerning patients will be given except to relatives or family friends, and to public officers; and such information will be given only by the medical officers.

Information regarding patients given to relatives, friends, &c.

5. The person or persons directed to accompany visitors through the wards will not be permitted to point out or mention the names or peculiarities or conduct of patients.

Names or peculiarities of patients not to be mentioned.